



মানবিক সাহায্য সংস্থা (এমএসএস) MANABIK SHAHAJYA SANGSTHA (MSS)

Vacancy Announcement

Position Title	: Assistant Director (Microfinance)
No. of vacancy	: 02
Job Location	: Head Office
Employment type	: Permanent (Full-time employment)
Reporting to	: Director/Head of the program (Microfinance).

JOB PURPOSE:

Assistant Director (Microfinance) is a leadership position responsible for overseeing the management and operation of program implementation at the divisional, coordinating divisional-based activities, and ensuring improved program performance in his/her working area. This position will be responsible for giving support to strategic decisions and sustainability of the Microfinance Program in the context of MSS's strategy.

KEY ACCOUNTABILITIES:

The incumbent will be responsible for providing effective support to Micro Finance for smooth program operation. S/he will analyze the Strength, Weaknesses, Opportunities, and Threats and play an effective role in expanding the Micro Finance operation of his/her working area. S/he will be fulfilling the tasks in line with principles of commitment, honesty, respect, and fair treatment of his/her colleagues and staff.

REQUIREMENTS AND SKILLS

- Business plan and Budget preparation skills.
- Monitoring and supervision skills.
- Leadership skills.
- Strong interpersonal and communication skills.
- Skills in the internal control system.
- Conflict and Problem-solving skills.
- SWOT analysis skills.
- Program and staff evaluation skills.
- Adaptation skills in different situations.
- Report writing ability both in English and Bangla.
- Proficiency in computer use, MS Word, Excel, PowerPoint, internet, etc.
- Willing to travel anywhere in Bangladesh.

EDUCATIONAL QUALIFICATIONS:

Master's Degree in any discipline (no 3rd class will be allowed)

EXPERIENCE: At least twelve (12) years of experience in Microfinance program operation/minimum of two (02) years in a similar position/have a minimum of three (03) years as Zonal Manager in the microfinance program.

AGE LIMIT: Maximum 45 years.

JOB RESPONSIBILITIES

- Supervise the proper implementation of the overall activities of the responsible branches;
- Ensure direct role of optimum utilization of human resources and fund management of the assigned branches;
- Prepare the financial year-based business plan and finalize it after discussion with the management authority;
- Ensure overall achievement in line with the annual business plan for assigned branches and adopt strategies to comply with the changing circumstances;
- Provide support to the Head of the Program in operating Micro Finance operations smoothly;
- Develop and update different strategies and policies for ensuring the quality of Loans;
- Analyze different situations in fields and provide support to the management to take strategic decisions;
- Analyze different problems raised in the field and provide an effective guideline for resolving the problems;
- Ensure necessary support for the expansion of Micro Finance operations at the field level.
- Develop staff for operating the Micro Finance program through training, orientation, knowledge sharing, motivation, etc.
- Prepare branch-wise long-term plan & target for ensuring the development of the program by analyzing the Strength, Weaknesses, Opportunities, and Threats of assigned branches;
- Analyze the Threats and Challenges in Micro Finance operations and provide effective strategies and guidelines to resolve those;
- Ensure sound communication and transparent compliance according to the requirements of regulators, donors, and financing agencies/ organizations and partners;
- Conduct evaluation and impact study for any program/project as required by the management;
- Prepare different Concept Notes, Presentation Paper, Documents, etc. for different needs;
- Prepare different tools for Status Study to have a clear picture of the operation;
- Assist the management authority to evaluate staff involved in the operation;
- Take administrative actions when necessary for the assigned branches;
- Identify staff conflicts and take initiatives to resolve those;
- Undertake field visits at least 60% of the working days;
- Perform other duties as required by the management authority.

TRAVEL: Assistant Director (Microfinance) is expected to spend considerable time at the field level for monitoring and supervision as per programs' requirements.

SALARY: Attractive salary commensurate with skills and experiences.

Compensation & Other Benefits:

T/A, Mobile bill, Contributory Provident fund, Gratuity, Staff welfare fund, Weekly 02 holidays, Festival Bonus: 02 (Each festival bonus is equivalent to one-month basic salary), Yearly increment, and any other benefits as per the organizational policy.

Interested candidates are requested to send their CVs along with a cover letter (in one MS word/PDF file) to: hr@mssbd.org on or by March 15, 2023. Please mention the position applied for in the subject line of the email. Only short-listed candidates will be called for the selection process.